

# City of Little Falls Tourism Committee

## Official Event Request Form

Questions: Contact Kira Miller 315.574.5246 or [kmiller@CityOfLittleFalls.net](mailto:kmiller@CityOfLittleFalls.net)

Submit by email or at 659 East Main Street, Little Falls, 13365

Event Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Requested Date(s) of Event: \_\_\_\_\_

Exact Location of Event: \_\_\_\_\_

Time and Duration of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Insurance Policy Holder: \_\_\_\_\_ \*you will be asked to provide

### Check the Boxes for City Services Your Event Is Requesting:

#### DPW Services

Road Barriers (Please note location) \_\_\_\_\_

Garbage Bins (Please note # needed) \_\_\_\_\_

Recycle Bins (Please note # needed) \_\_\_\_\_

Picnic Tables (Please note # requesting) \_\_\_\_\_

Other (Please Note)

**Little Falls Police & Fire Departments**

Road Closures (Please note location)

Traffic Control (Please Describe)

Fireworks Permits Needed

EMT Services

Other (Please List)

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**City Clerk**

Vendor Permits Needed

Food Truck Permits Needed

Fireworks Permits Needed

Park Access Request

Other (Please List)

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**Mayor of Little Falls Approval:**

**Date:**

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**\*Disclaimer: The City of Little Falls looks forward to working with you on your event to ensure the success and safety of the event. This application is to be submitted to Kira Miller, Little Falls City Clerk. It will then be brought to the City of Little Falls Tourism Committee. Established events/festivals are asked to provide this by January 30<sup>th</sup> of each year, and new events/festivals are asked to provide this more than 60 days before the date of the event.**